



# Frederick County, MD Annual Business Recycling Tonnage Report

for all Commercial, Industrial, Multi-Family Properties, and Business within the County

## On-line Report Filer User Guide

State of Maryland law requires all jurisdictions to report the recycling activity that occurs within their boundaries each year. This data is used to generate each county's overall recycling rate. **Your participation in this process is critical in helping Frederick County accurately quantify the level of recycling occurring within the County!**

Because commercial recyclables are collected by private vendors, our office does not know how much your organization recycles unless you report that information. To assist in gathering this data as part of the Maryland Recycling Act (MRA), the Maryland Department of the Environment designed a survey to help accurately measure your annual recycling activity.

Frederick County has an electronic and editable online Annual Business Recycling Tonnage Report Form. **This will help business to reduce paper, as well as printing and mailing cost, and provide access to a historical view of reports previously submitted. It also helps the County to implement waste reduction measures and increase the efficiency of data collection.**

This user guide contains four sections that will help you to fill out the online form.

**Section 1 – Getting Started**, will guide you through creating an account, log in, completing your registration, editing your profile account, and resetting your password, if needed.

**Section 2 – Finding an FCG Recycling Form**, will help you through the **FCG Recycling Dashboard**, where you will find the new 2020 report form, a list of forms that have been sent by you (if applicable), forms in progress, and access to review your form submission.

**Section 3 – Filling out the Report**, will guide you on how to fill the report and move through the screen questions using any of the three tool options available (<<previous>> | <<next>> | scroll-down).

**Section 4 – Sign, Review, Print and Submit Submission**, will help you review, sign electronically, submit, and print the report once it is completed.

Thank you for being such a vital part of our community! Your efforts and the time you take to complete the on-line report help us work towards county-wide goals for reducing waste and recycling more.

Any questions, comments, concerns, and requests for technical assistance regarding the form or the reporting process should be directed to the County Recycling Analyst. Please contact Sandra Sanchez at 301-600-7230 or by email at [recycle@FrederickCountyMD.gov](mailto:recycle@FrederickCountyMD.gov).

# SECTION 1: GETTING STARTED

This section will guide you to create an account, log in, complete your registration, edit your profile account, and reset your password, if needed.

## STEP 1: Access the FCG Recycling Reporting Portal.

To access the **FCG Recycling Reporting Portal**, click on the link below.

<https://www.frederickcountymd.gov/4038/Maryland-Recycling-Act>

## STEP 2: Register or Log in.

The **FCG Recycling Dashboard** has **2 options** to logging in the system. Select the option that applies to you by clicking on **Register** or **Log in**.

1. **Create an account** (for new filers only)

**Please note:** You can click at any of the **Register** locations **provided on this screen** (on the top or on the gray box).

2. **Log in** (for filers with an existing email address and password for an existing account).

## STEP 3: Register and to create a new user account.

To create a **new user account**, you must provide your **email** and the **password** that you will use to access this portal and **confirm your password**. Once you finish, click the **Register** button.

**Please note:** You will receive an email to confirm your account before you can log in (*check your inbox and junk mailbox*).

## STEP 4: Complete the registration.

This will take you to the **Account Profile** where you can change your account settings, edit your profile and to complete your registration. Click **Edit Profile** to complete your registration.

**Please note:** **If you do not complete your account profile**, the system will take you to this screen every time that you login the FCG Reporting portal.

## STEP 5: Reset your password, if needed.

If you **forgot your password**, click the **Forgot your password?** link. This will take you to a new screen where you can request a link to reset your password.

In the new screen, enter your **username**, and click the **Email Link** button.

**Please note:** You will receive an email with a link to reset your password (*check your inbox and junk mailbox*).

The screenshot shows the 'Login' page of the FCG Recycling system. At the top, there is a dark blue header with the FCG Recycling logo, 'Find Form', 'My Forms', 'Register', and 'Log In' links. The main content area is white and titled 'Login'. Below the title, it says 'Use your registered login or click [Register as a new user](#) to get started'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me?' and a blue 'Log In' button. At the bottom of the form, there is a link that says 'Forgot your password?'. The footer of the page contains the text 'FCG Recycling 1.3.4 powered by FCG CST' on the left and '© 2021 - Frederick County Interagency Information Technology' on the right.

The screenshot shows the 'Forgot your password?' page of the FCG Recycling system. It has the same dark blue header as the login page. The main content area is white and titled 'Forgot your password?'. Below the title, it says 'Enter your username and you will be emailed a link to reset your password.' and 'First time user? [Register](#) to set your initial password.' There is a single input field labeled 'Username' and a blue 'Email Link' button. The footer of the page contains the text 'FCG Recycling 1.3.4 powered by FCG CST' on the left and '© 2021 - Frederick County Interagency Information Technology' on the right.

## SECTION 2: FINDING THE FGC RECYCLING FORM

This section will explain the **FCG Recycling Dashboard**; how to start a new report form, find a list of forms that have been sent to you (if applicable), access forms in progress, or review your submission.

### STEP 1: Access the FCG Recycling Form.

In the **FCG Recycling Dashboard** you will notice two options to access the forms, **Find Form** or **My Forms**, located on the top tabs of the screen or under the gray box. Please select the option that applies to you.

[Go to Find Form »](#)

[Go to Forms »](#)

1. **Find Form** (to start a new report form, click on [Get Started on Another](#) link)

or,

2. **My Form** (using the tabs on the top, you will be able to choose to start a **New form**, keep working with a form **In Progress**, or review your **Submitted** submissions). Just click on the link in the table of the form you want to work with.

**Please note:**

- a. You can see additional information such as the **Due Date** and **Submitted Date**.
- b. For first time users, this section will be empty.

## SECTION 3: FILLING OUT THE REPORT

This section will guide you on how to fill the report and move through the screen questions using any of the three tool options available, <<previous>> | <<next>> | **scroll-down**.

### STEP 1: To access the Form instructions and MRA Definitions.

After selecting and **clicking the link**

[Get Started on Another](#)

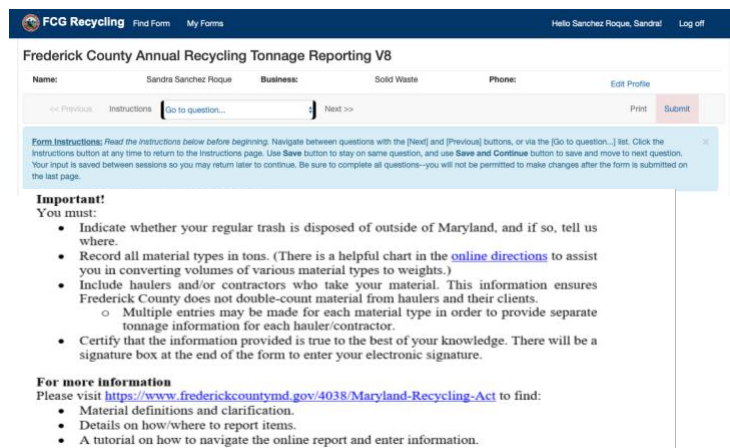
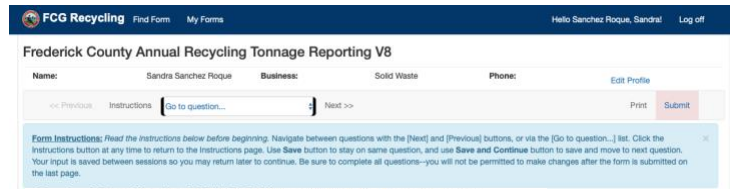
or **New** **In Progress** **Submitted** **form**, you will be directed to this screen, where you will find the **Form Instructions**.

1. **Form Instructions** (To navigate and fill out the report you will have **three tool options** (<<previous>> | <<next>> | **scroll-down**) to move through the report and, answer a series of questions. These will include Company Information, Contact Information, and recycled material to report).

**Please note:** It will be helpful to read the detailed [Form Instructions](#) section of this screen before beginning the report.

2. **Maryland Recycling Act (MRA) Definitions** The links for definitions documents are in the beginning instructions. They are also accessible from the Frederick County Recycling Webpage.

**Please note:** There are two lists of definitions - one in the order of appearance on the report, and the other in alphabetical order.



## STEP 2: To start the filling report process.

To start the filing process, click on **<<next>>** or **scroll-down** to select the first question to answer.

**Please note:** After you answer the first question, you can move through the survey two ways:

- 1) click on **<<previous>>** , **<<next>>** .
- 2) Click on "Go to Question" box, which brings up the gray menu.

## STEP 3: Provide information for the company that generated the material, and the company's contact person.

To file an annual recycling tonnage report, you must provide the **company information** that generated the material reported; and the **company contact person information**. This applies for any commercial, industrial, multi-family properties, or businesses within the County.

**Please note:**

- a. Be sure to fill out all the required information (marked with \*).
- b. Be sure to **Save** your information.

Use **Save** button to stay on same question.

Use **Save and Continue** button to save and move to next question.



## STEP 4: Provide information on where WASTE is hauled.

After answering the company information and the company contact information, you will be taken to this screen. Indicate whether your regular trash is disposed of outside of Maryland, and if so, tell us where.

### Please note:

1. If your waste is hauled out of state, click the “Yes” button. A text box will open for you to provide the required information.
2. Be sure to **Save** your information.
3. If you click **Save and Continue** this will take you to the next screen to start reporting the materials recycled by categories.
4. If you click on **Save** button, you must use **<<next>>** to move to the reporting materials recycled screen.

## STEP 5: To report materials recycled.

1. Each category of materials recycled will have a main screen asking if you have something to report under that group. Answer using the “Yes” or “No” button.

### Please note:

Once you say yes, sub questions will open for various items within that category.

2. If you click “Yes” under any material type, an automatic box will open for you to indicate who took that material and how much was recycled.

### Please note:

- a. Record all material types in TONS.
- b. If you need to **add another Contractor or Market** for the material reporting, click **save** button. This automatic will open another tab to add other entry.

## STEP 5: To report of the materials recycled. (Cont.)

- c. If you need to delete an entry, click on the top right of the Contractor/Market tab and it will remove that entry.

Contractor or Market for Material 2 

3. When you are finished with the specific item, click **Save and Continue**. This will take you to the next recyclable material.

### Please note:

- Be sure to **answer both questions** for each material reported.
- If you **accidentally missed any questions**, you will be directed to another screen. This indicates the **list of submission validation issues** that you **must correct** before submitting your final report.


| Question                           | Issue(s)  |
|------------------------------------|---|
| Company Information                | Answer required for question: Company name;<br>Answer required for question: Company address;<br>Answer required for question: Company email address. |
| Company Contact Person Information | Answer required for question: Company Contact Person Information  |
| Brush and Branches                 | Answer required for question: Brush and Branches  |
| Composted/Mulched Food Waste       | Answer required for question: Composted/Mulched Food Waste  |
| MSW Composted                      | Answer required for question: MSW Composted   |
| Wood Materials                     | Answer required for question: Wood Materials  |
| Other (Pallets)                    | Answer required for question: Other (Pallets)   |



## SECTION 4: SIGN, REVIEW, PRINT AND SUBMIT SUBMISSION

This section will help you review, sign electronically, submit, and print the report once it is completed.

### STEP 1: To provide the electronic signature.


1. After finishing the recycled material section, you will be directed to **electronically Sign and Submit** the report.
2. Fill out the Electronic Signature box and remember to save  the information.

**Please note:**

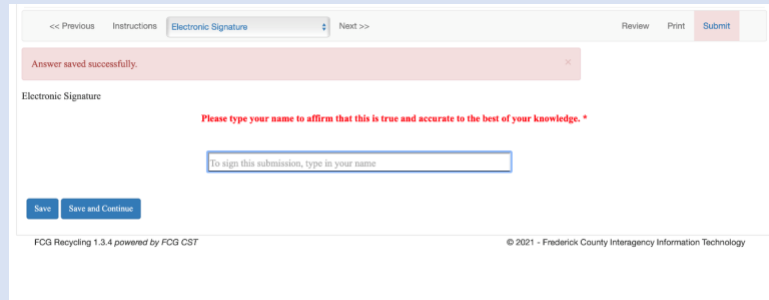
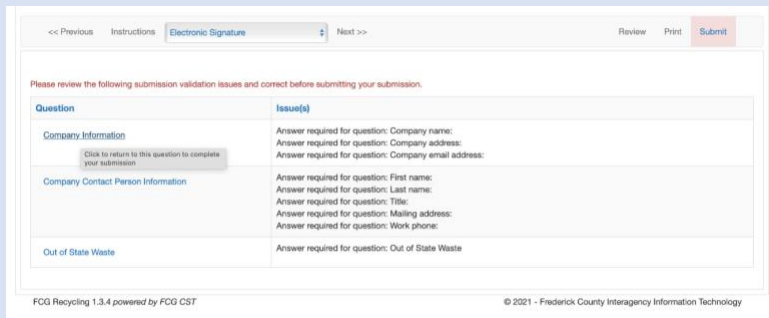
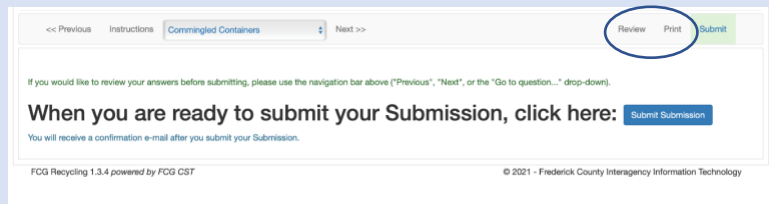
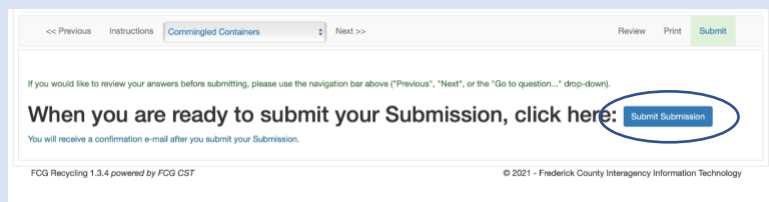
- a. If you **have missed to answer any question**, you will be directed to another screen indicating the validation issues that you must correct before submitting the final report.
- b. **Click on each link to return to the question** to complete your submission.
- c. Once all the required information has been provided, this screen will display the **Submission section**.

3. You have the option to **review** or **print** your report before you submit it. Simply click on the option you prefer.



4. After you complete, review, and are satisfied with your report, click on **Submit Submission**  button. Then this will take you to another screen, confirming that the report was submitted successfully.

**Please note:** We will send you an email confirmation of your Report submission, along with links to view or print the final document (*check your inbox and junk mailbox*).

A screenshot of the 'Electronic Signature' screen. At the top, there's a navigation bar with '<< Previous', 'Instructions', 'Electronic Signature' (selected), and 'Next >>'. On the right are 'Review', 'Print', and 'Submit' buttons. A red message box says 'Answer saved successfully.' Below that, the title 'Electronic Signature' is followed by a red instruction: 'Please type your name to affirm that this is true and accurate to the best of your knowledge.' A text input field contains the placeholder 'To sign this submission, type in your name'. At the bottom left are 'Save' and 'Save and Continue' buttons. The footer includes 'FCG Recycling 1.3.4 powered by FCG CST' and '© 2021 - Frederick County Interagency Information Technology'.A screenshot of the validation issues screen. The navigation bar is the same as the previous screen. A red message box says 'Please review the following submission validation issues and correct before submitting your submission.' Below this is a table with two columns: 'Question' and 'Issue(s)'. The table lists several validation issues related to company information and out-of-state waste. At the bottom left are 'FCG Recycling 1.3.4 powered by FCG CST' and '© 2021 - Frederick County Interagency Information Technology'.A screenshot of the submission confirmation screen. The navigation bar is the same. A message says 'If you would like to review your answers before submitting, please use the navigation bar above ("Previous", "Next", or the "Go to question..." drop-down).' Below that, a large heading says 'When you are ready to submit your Submission, click here:' followed by a green 'Submit Submission' button. A smaller message says 'You will receive a confirmation e-mail after you submit your Submission.' The footer is the same as the previous screens.A screenshot of the submission confirmation screen, identical to the previous one, but with a blue circle highlighting the 'Submit Submission' button.

**Thank you for taking the time to report the Annual Recycling Tonnages for your business!**



**Frederick County Government  
Division of Solid Waste and Recycling**

*Frederick County: Rich History, Bright Future*

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